



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
WAREHOUSE MANAGER
VEHICLE AND EQUIPMENT SERVICES

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for the oversight and management of fleet parts inventory. Reports to the Administrative Manager.

ESSENTIAL JOB FUNCTIONS

Responsible for planning, directing and coordinating a comprehensive warehouse operation and work flow; develops and implements standard operating procedures for a storeroom including shipping, receiving, and issuing operations. Ensures proper utilization of space and compliance with materials storage precautions in accordance with applicable federal, state and local regulations, manufacturer recommendations as well as City and departmental policies.

Oversees accurate inventory control through the computerized inventory control system; resolves discrepancies with stock and product items; ensures correct budget allocation. Monitors trends in supply usage and determines reorder points, appropriate stock levels and items to be eliminated; forecasts future stock needs and makes appropriate purchase recommendations. Researches new products and services and makes strategic recommendations for new products and improved warehousing services. Ensures receipt and distribution of supplies in accordance with applicable federal, state and local regulations; prepares related reports.

Responsible for the effective supervision and administration of the fleet parts operation including budget preparation and monitoring, purchasing and financial transactions, staff organization and development, performance evaluations, employee relations, prioritizing and assigning work and related activities. Coordinates with Human Resources, Purchasing and Finance as needed.

Conducts applicable contract reviews to include recommending new contracts and continuation or cancellation of existing contracts; researches and makes recommendations for applicable shop equipment purchases.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Warehouse/Inventory Management – Thorough knowledge of large-scale automotive warehouse management and maintenance techniques to include computerized stock and inventory recordkeeping. Knowledge of safe, effective and efficient handling and storage of parts, components, and supplies.
- Procurement – Comprehensive knowledge of general procurement laws, practices and procedures to include the Virginia Public Procurement Act. Knowledge of sources, suppliers, and substitutions for specialized materials and the proper sale or disposal of equipment utilized in the automotive industry.
- Customer Service – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Supervision – Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

REQUIRED SKILLS

- Computer Skills – Utilizes a personal computer with word processing, spreadsheet, inventory management, and related software to effectively complete a variety of tasks with reasonable speed and accuracy.
- Judgment/Decision Making – Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.

REQUIRED ABILITIES

- Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Communication – Ability to communicate ideas and proposals effectively, including the preparation of reports and logs. Ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact and diplomacy and in a confidential manner.
- Financial Management – Ability to perform arithmetic, and statistical calculations. Ability to employ economic and accounting principles and practices in the analysis and reporting of data.

EDUCATION AND EXPERIENCE

Requires an Associate's degree in Business Administration, Inventory Management or a related field with 5 - 7 years of supply, stock, or warehouse experience including 1 - 2 years of lead or supervisory experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

Requires an acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

This position requires a pre-employment medical evaluation.

PHYSICAL AND DEXTERITY REQUIREMENTS

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL HAZARDS

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, fumes, temperature, weather and noise extremes, hazardous materials, machinery, vibrations, traffic hazards, and toxic agents.